STATE OF CALIFORNIA
CALIFORNIA DEPARTMENT OF TECHNOLOGY
DATA CENTER SERVICES

SECURITY POLICY/STANDARD EXCEPTION REQUEST FORM

TECH 358 (REV. 07/2013)

This form provides the Data Center Services (DCS), Security Management Division (SMD), with the information needed to properly analyze security exception requests for security policies, standards and requirements.

Please reference "3502 - Information Security Exception Request" for information regarding the exception request procedure.

Requestor's Name: _____ **Phone Number:** _____

Exception Request Title: _____

Division/Unit or Customer Agency: _____

Policy/Procedure or Requirement for which the exception is being requested: _____

A. Provide an explanation of the exception request. Describe the technical description of the environment that will exist with the exception. Include specific details such as user IDs, server names and IP addresses.

B. Explain the reason for requesting the exception and consequences if not granted.

C. Explain the security risk(s) if the exception is approved. Include risks to all stakeholders.

D. Summarize the mitigation to minimize or compensate for the exception risk(s).

E. When will compliance occur? (Non-compliance will require annual exception renewal)

<div align="center">

AUTHORIZATION

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Requestor's Manager/Supervisor Printed Name (if applicable)	**Date**	**Phone Number**

Note: Supervisor/Manager approval via the Service Request process is the manager's approval for this security exception request. By approving, you approve and will adhere to the conditions of the exception request.

Approved ☐   **Disapproved** ☐

Requestor's ISO Printed Name	**Date**	**Phone Number**

Note: ISO approval via the Service Request process is the ISO's approval for this security exception request. By approving, you approve, will adhere to the conditions of the exception request, and accept any security risk to your data or system as a result of this security exception request.

Approved ☐   **Disapproved** ☐

Conditional Approval   ☐

Comments:

DCS ISO Printed Name (if different from the requestor)	**Date**	**Approved** ☐ **Disapproved** ☐

Conditional Approval   ☐

Comments:

Exception Request Expiration Date (a maximum of 12 months) :

Submit completed form to the DCS Security Management Division via a Service Request.
Please contact your DCS Customer Delivery Representative for assistance submitting a Service Request.